

**Senior Research Technician
Rhode Island State Council on the Arts**

TITLE OF CLASSES IN GROUP:

Class Code:

CLASS DEFINITION:

Pay Grade: 21A (NON-STANDARD)

GENERAL STATEMENT OF DUTIES: Manages and oversees the agency's support for organizations and has overall supervision of the agency's grants management operations. Regarding the support of organizations, manages granting programs that provide support to non-profit organizations, including arts organizations. Provides technical assistance and support to current and potential applicants, and to organizations who approach the agency for assistance. Works within state government and in the public to identify new opportunities, provide educational support on issues related to support for organizations who are presenting or producing art, and related work as required. Regarding the responsibilities overseeing the agency's grants management operations; ensuring that all information from applications, grants and final reports is gathered and entered into the system in a timely and accurate fashion and that the system is up-to-date and operational; to be responsible for the preparation of state and federal reports related to the grant awarding and management activities of the agency; to participate in the agency's electronic communications and information activities (web site, blog, newsletter, artist directory, social media, etc.) and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Executive Director with a some degree of latitude for the exercise of initiative and independent professional judgment; work assignments are received in outline form as to objectives and the utilization of appropriate methods and processes; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

SUPERVISION EXERCISED: As required, provides assistance to and reviews the activities of professional, technical and clerical personnel involved in grants or communications related areas.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- Provide technical assistance and support to arts organizations and non-profits in the area of program development, fundraising, marketing, governance, audience development and other issues related to arts and non-profit management based on knowledge and experience in the field.
- Initiate and maintain relationships with a variety of arts and non-profit organizations involved in the arts in Rhode Island, representing the Council to the organizations and communities they represent and seeking ways to engage these communities in the work of the agency.
- Administer programs that support the work of arts organizations and non-profit organizations involved in arts programming, and collect information and supporting materials that document and promote the work of these organizations.
- Work with our partners in the six New England states and with our regional arts agency, the New England Foundation for the Arts
- Ensure that all grant application materials are properly received and entered into the agency's grants management system in preparation for review by agency staff and panels, and that the

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- receipt of these applications is properly acknowledged.
- Track the eligibility of applicants and communicates to applicants and staff any issues that may affect eligibility, such as failure to submit final reports for previous grants.
 - Create or produce any reports, forms or documents as required for the grants management function of the agency, or for state or federal purposes as required by the Executive Director.
 - Ensure that the grants management system and documents generated by the grants management system reflect the actions of the Arts Council board in all program areas, and generate such documents as are required to award grants or notify applicants that their application has been rejected.
 - Enter and manage the flow of material in the state financial management system (RI-FANS) related to the award and payment of grant awards, and monitor the work of other state arts council staff in this area.
 - Ensure that all necessary documents and records are maintained and properly cataloged in accordance with the Arts Council record retention schedule and state/federal requirements.
 - Ensure that the grants management system is in working order and up-to-date, and that all information is safeguarded on and off site, either directly or through outside vendors.
 - Participate in posting items of interest to the arts community via RISCA's social media outlets, and help to provide information for publications and other communications outlets like the agency website, weblog, electronic newsletter or press releases.
 - Perform tasks as necessary related to serving constituents of the Arts Council, including directing applicants to appropriate program staff or answering grants management-related questions.
 - Work closely with cooperating agencies, committees and interested groups carrying out various activities associated with support of the arts community, as well as special projects and services of the Arts Council.
 - To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Knowledge of the needs and service mechanisms/infrastructure of arts and other non-profit organizations in Rhode Island. Demonstrated administrative and leadership abilities are essential. Requires an ability to work effectively with artists, arts administrators, and a variety of public and private organizations. Requires a working knowledge of the dynamics of arts and non-profit organizations, including those that serve diverse populations. Good written and verbal communication skills are essential, to interact with a diverse population of constituents, both in person and on the telephone. Ability to use computer and online programs to aid in conducting business and communicating with a diverse field. Skill in analyzing information in order to determine proper course of action, as well as skill in organizing information in a systematic way to optimize efficiency. Ability to work independently, organizing and processing detailed work to meet deadlines in an environment of changing priorities and frequent interruptions, with minimal direction. Requires skill in managing and reporting on individual program budgets and activities. An essential requirement is the ability to get along with employer and co-workers, as well as the ability to maintain a positive attitude and contribute both as an individual and a team member toward the goals of the agency. Frequent travel throughout the state is required as well as night and weekend work; and related capacities

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and abilities.

For the grants management responsibilities we seek someone with strong computer skills, ideally with specific knowledge of Microsoft Access (table and report programming), Excel, other Microsoft Office applications as well as webpage management and publishing.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an undergraduate or graduate degree, in an arts or arts-related field; and

Experience: Such as may have been gained through a minimum of three years of professional employment in a responsible position in a federal, state, municipal or public or private agency or organization performing arts-related work of a high caliber.

August 6, 2013